

Questions and Answers

Request for Proposals - Housing Study and Needs Assessment Story County, Iowa

November 27, 2019

Question Number	Questions	Story County Response
1	Are you able to share a budget range or a "not to exceed" figure for the Housing Study and Needs Assessment that would help us craft a right-sized approach to your project?	Preliminary figures stated by the Board of Supervisors indicated around \$60,000, however if this amount seems to be under-budgeted, the Board would request consultants identify what information requested caused it to cost more.
2	What have they budgeted for this project?	Preliminary figures stated by the Board of Supervisors indicated around \$60,000, however if this amount seems to be under-budgeted, the Board would request consultants identify what information requested caused it to cost more.
3	Does the analysis only include the incorporated cities and the balance of the County (15 areas) OR, is the expectation the analysis be broken out by the cities (14) townships (16) and unincorporated areas? The latter will take significantly more time.	We believe that it is best analyzed as 14 cities plus the unincorporated area, which ends up as 15 distinct areas. The number of drive-by locations per community can be reduced as long as consultant identifies an alternate, more cost-effective approach to assure accurate assessments of sub-standard quality.
4	Who is the primary staff contact (or contacts - City & County) for the project, and how involved do they want to be in the project?	
5	To what extent would staff like to review draft materials?	Staff will be engaged throughout the process and will review draft documents throughout.
6	Could you describe the appetite for levels of public involvement above and beyond the employee survey?	General public involvement should include one pre-first draft public input session and one post-first draft public input session. Post draft can be at same time the Board sees the first draft, but it should be at a special meeting or workshop after normal county hours to allow as many citizens as possible. Of course, there may be some other public involvement if some of the communities hold information discussions with the consultants during their city council meetings. The County is open to reviewing proposals that incorporate focus groups throughout the process and/or other tools for public engagement as appropriate.

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7	Housing is often a hot button issue – aside from what’s been in the news surrounding the project, have there been large ongoing conversations on the issue outside of Ames?	Yes, almost every community is looking at how they can generate more housing, and several have renovation and new build projects underway. Discussions are focused on countywide housing by non-profits such as Story County Housing Trust Fund, Habitat for Humanity, etc.
8	What’s the expected/desired end date for the project?	It is expected that the project will be completed and received by Story County prior to the end of 2020.
9	Will the County be able to provide a designated point of contact in each city that will help provide plans, ordinances and responses to our inventory questions?	Story County will in finding point person(s) within each community.
10	The prior study was overseen by a task force of local stakeholders and representatives. Is there desire to use the same approach for this assessment?	Yes, we see a taskforce as a critical component. A group of diverse stakeholders helping guide the project is desired, but they are not a decision making group – they are advisory. The group should probably not meet more than three times to help consultants assure they are getting the information most important for Story County decision makes. The group should be limited to no more than nine individuals. The consultant and staff would identify the careers or areas of focus represented by the individuals; the BOS would appoint the members of the group.
11	Please describe the type of parcel data that will be available for analysis:	Story County has a robust real estate system that would be available to the consultant.
12	Will the selected consultant have access to the County Assessor’s data included by parcel on the Story county, IA/City of Ames Beacon GIS site?	Yes, this can be made available to the selected consultant.
13	Is there a database of information available for all multi-dwelling unit housing, such as total interior building square foot area (multiple floors) and number of residential units and occupancy per residential parcel?	Yes, this can be made available to the selected consultant.
14	Is there an existing database describing upper-story downtown residential units?	Yes, this can be made available to the selected consultant.

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15	Is the information contained in the “Historical Property Record Card” on the Beacon site available as a database for all residential properties?	No.
16	Please confirm or clarify that “each community (excluding Ames) and the unincorporated areas” refers to a total of 15 areas of analysis, and also that you are asking for drive-by inspections of 15 sub-standard units in 14 cities (210 total).	We believe that it is best analyzed as 14 cities plus the unincorporated area, which ends up as 15 distinct areas. The number of drive-by locations per community can be reduced as long as consultant identifies an alternate, more cost-effective approach to assure accurate assessments of sub-standard quality.
17	The RFP includes a sample contract that discusses agreeing to a maximum hourly fee structure and states that itemized invoices will be required. Is the County and City of Ames open to lump sum fee proposal(s) - inclusive of all scoped time, fees and expenses?	Story County may consider proposals with fee structures designed as such.